

## *HP-CAT ID-D Experimental Procedure*

1. HP-CAT Member Group Leaders send brief descriptions (technique, element, energies, number of shifts) of the proposed experiments to Dr. M. Hu [myhu@anl.gov](mailto:myhu@anl.gov) six weeks before the start of the cycle. General Users should submit GUP proposals to the APS according to the APS calendar. Communications between beamline scientists and experimenters are confidential.
2. Beamline staff and HPC meet for beam time scheduling.
3. HP-CAT sends out beam time notices to Group Leaders or lead experimenter (GUP), who acknowledge the receipt and accept beamtime-- e-mail Veronica [voconnor@hpcat.aps.anl.gov](mailto:voconnor@hpcat.aps.anl.gov) and to the responsible staff.
4. Users must be registered at the APS (<http://www.aps.anl.gov/aps.php>). All new users who are NOT US CITIZENS must register immediately. It takes longer for non-U.S. citizens to get clearance for access to the APS.
5. Due 2 weeks before the start of your measurement, Experimenters need to submit the HP-CAT ID-D Technical Assessment Form (found on the HP-CAT web-site) to the responsible staff.
6. Two week before your beamtime starts, Experimenters should submit ESAF ([www.aps.anl.gov/xfd/tech/esafwww/esaf.html](http://www.aps.anl.gov/xfd/tech/esafwww/esaf.html)) In particular, be sure to:
  - \* List all possible participants, all samples.
  - \* Identify all hazards, and equipments.
  - \* Fulfill all APS registration/safety requirements.
7. HPCAT/APS approve the ESAF.
8. At the beginning of your assigned beamtime:
  - \* Experimenters sign HPCAT user log book (Veronica's desk);
  - \* Complete Sector/Equipment orientations, if needed;
  - \* Beamline scientist/Experimenters sign ESAF;
  - \* APS Floor coordinator posts ESAF.
9. Within one month after the experiment, send a brief summary of a few paragraphs with plots to the beamline staff.
10. Post-experiment comments and suggestions are welcome and can be sent to the beamline responsible.
11. All publications stemming from HP-CAT beamtime need to acknowledge HP-CAT: <http://www.hpcat.aps.anl.gov/publish.htm>